

CFCCA

CENTRE FOR CHINESE
CONTEMPORARY ART

Recruitment of Vice Chair of Trustees

Thank you very much for your interest in becoming Vice Chair of the Centre for Chinese Contemporary Art's (CFCCA) Board. We hope you will find the information below useful, this includes:

- Application process
- Background about CFCCA
- Roles and responsibilities of the Vice Chair

We are currently looking for an exceptional new Vice Chair who will bring:

- a passion for and knowledge of the contemporary arts
- an interest in CFCCA and our work with a willingness to be an active advocate for the centre
- an extensive network of contacts
- experience as a board member
- a good understanding of governance

CFCCA is committed to equality and positively welcomes applications from all sectors of the community. We strive to achieve a 'balanced' board with half our members being of Chinese descent who bring experience and understanding of Chinese culture and society and we are keen to attract members from such a background to maintain that balance.

Application process

If you would like an initial informal conversation about this role please contact CFCCA's Chair, Peter Mearns on **07801 612 675** or at **peter.mearns@live.co.uk**

For more information and to download the application form visit our website:

www.cfcca.org.uk/join-the-team/

To apply for this role you should download and complete our application form outlining how you meet the person specification and how your experience relates to the role description. Applications should be clearly marked 'Vice Chair' and sent via email with completed Equality Monitoring form for the attention of Hannah Hartley, Operations Manager, at **hannah@cfcca.org.uk**

Closing date for applications: **5pm on Friday 2 November 2018**

Interviews will be held on: **Friday 16 November 2018**

Centre for Chinese Contemporary Art (CFCCA)

CFCCA (formerly Chinese Arts Centre) is the leading organisation for the promotion of Chinese contemporary art in the UK. We recently successfully secured continued funding until 2022 from Arts Council England's National Portfolio programme and we will now receive £280,000 annually. This makes us one of the highest funded visual arts organisations in the North West.

We work with the best creative talent to run our year round public programme of exhibitions, residencies, engagement activity, festivals, international projects and events supporting innovation and reflecting the dynamism of contemporary Chinese art. In 2017-18 we welcomed 33,000 visitors to our centre.

Over the last 30 years CFCCA has exhibited hundreds of UK 'first' solo exhibitions of contemporary Chinese artists many of which have gone on to reach critical acclaim. In 2014 the centre curated the ambitious and highly successful *Harmonious Society* exhibition in Manchester which featured over 30 artists at 6 venues across the city as part of Asia Triennial Manchester. In 2018 we also delivered *NOW: A dialogue on Female Chinese Contemporary Artists*, a multi venue exhibition of over 40 artists across 5 prestigious art venues nationally in collaboration with Plus Tate, China Central Academy of Fine Arts, Beijing and the British Council. We often work outside of the centre in partnership to raise our profile.

CFCCA believes in the importance of ongoing dialogue and exchange in shaping our understanding of our rapidly changing world, and the need for a diversity of perspectives in contemporary visual arts. We create meaningful encounters between artists, audiences, cultures and ideas that make contemporary art and culture relevant to our diverse audiences.

CFCCA responds to the increasing importance of China and Chinese culture in an international context with shifting centres and sets out to explore what this means for artists and audiences. Our ongoing commitment to an evolving definition of Chinese art uniquely positions us to track changes, recognise trends, to identify emerging artists and bring new audiences and deeper understanding to Chinese Contemporary Art. This is evident through initiatives such as our Asia Research Network for Arts and Media and also our Chinese contemporary art collection developed in collaboration with The University of Salford.

CFCCA's Board and Director

The CFCCA Board is responsible for setting policy and general oversight of all the functions and activities of CFCCA. Strategic leadership and day-to-day management responsibility is delegated to the Director who leads a staff team of 11 members of staff. An organisational business plan for the charity sets the agenda for the year including a budget and KPIs established to monitor and review progress. CFCCA's turnover is in the region of £500,000 annually.

Current Board membership:

- Peter Mearns, Chair
- Dr. Shengke Zhi, Vice Chair
- David Bryan, Treasurer
- Caesar Hao He
- Professor Allan Walker
- Tessa Jackson OBE
- Nathalie Cachet-Gaujard
- Dr Katie Hill
- Menaka Munro
- Gordon Cheung
- Kwong Lee
- Patrick Alexander
- James Turner

Zoe Dunbar is our Director and has been with the organisation since November 2014.

Going forward

Our current Chair Peter Mearns steps down in February 2019 and we are looking for a new Chair to lead the organisation to deliver its ambitious plans over the next few years. CFCCA will continue to work with the best creative talent to bring the most dynamic and exciting contemporary visual culture to our audiences. CFCCA will extend its reach, develop new partnerships, build its profile and create new strategic international collaborations. We are developing and strengthening our business model and staffing structure to make us less reliant on public subsidy and to increase our strategic impact locally, regionally and nationally.

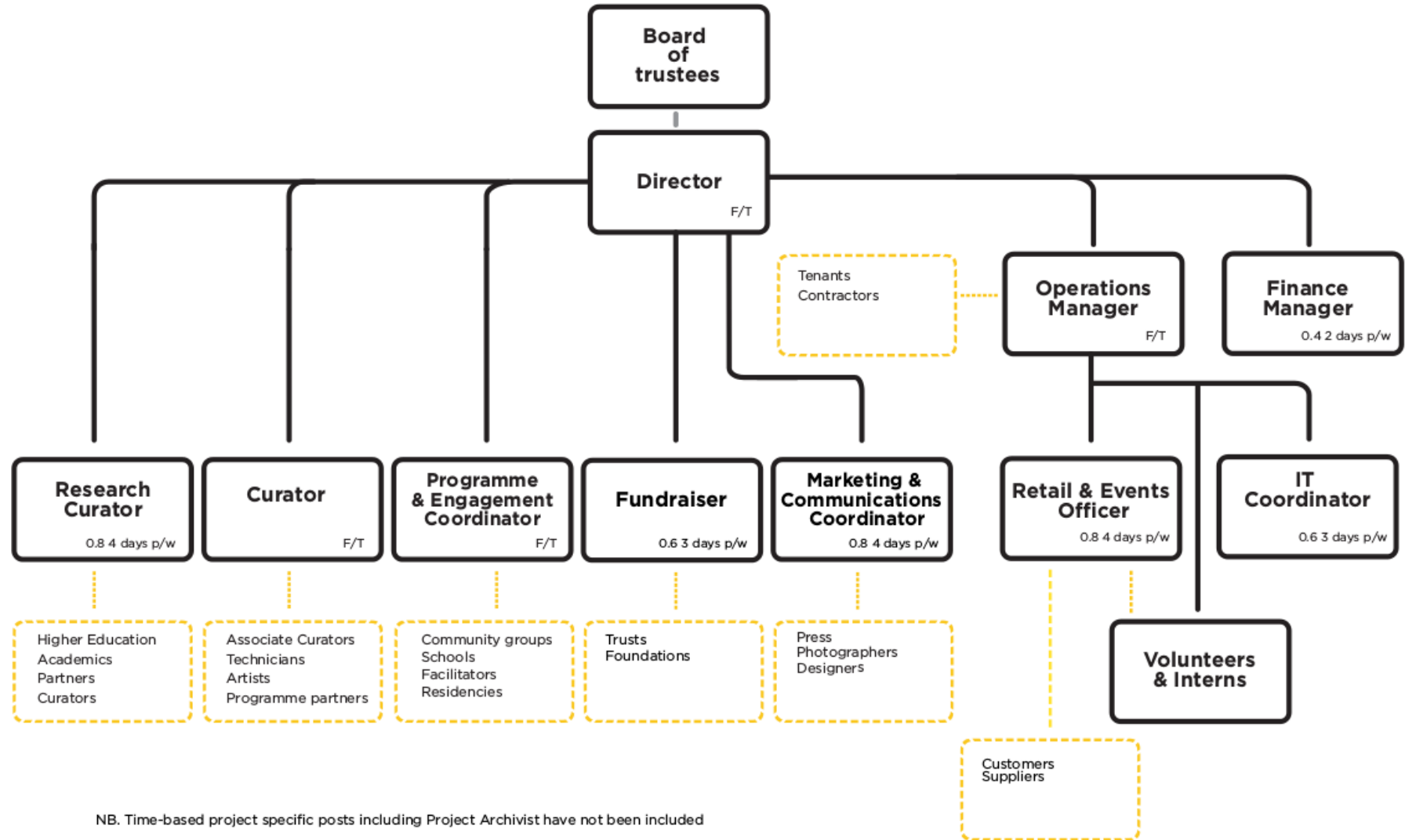
Funding

CFCCA currently receives regular funding from Arts Council England. In addition to this funding, CFCCA raises income through fundraising initiatives, trusts and foundations, consultancy work, partnership funding, workshops and performances and in-kind support as well as leveraging in money for projects from international sources. Diversifying our funding sources over the next four years will be a priority for the organisation.

To find out more about CFCCA visit www.cfcca.org.uk

For further information about charities and being a trustee please visit <https://www.gov.uk/running-charity/trustee-role-board>

Centre for Chinese Contemporary Art Organisation Structure



NB. Time-based project specific posts including Project Archivist have not been included

The Vice Chair's role is to:

- Assist the Chair in ensuring that the board fulfils its responsibilities for the governance of the organisation so that it meets its purpose and company objects, through the delivery of a business plan and in line with the articles of association
- Support the Director, helping him/her to achieve the vision of the organisation
- Assist the Chair in optimising the relationship between the board and management team

Term

The Vice Chair serves for a three year term renewable for a further three years up to six years maximum.

Person Specification

The incoming Vice Chair should have:

- At least three years' experience as a board member of an organisation
- An understanding and empathy with the work of CFCCA
- A passion for and knowledge of the contemporary arts
- An understanding of the fiduciary and legal responsibilities of a board.

Qualifications and Skills – Essential

The Vice Chair must be committed to the work of CFCCA and have:

- Knowledge of the contemporary arts and an understanding of CFCCAs work and artistic ambitions
- Knowledge and skills in one or more areas of board governance: policy, finance, personnel and/or programmes
- An interest in, and be informed about, the services provided by CFCCA and a preparedness and ability to act as a strong advocate
- The ability to give a time commitment of around 5 hours per month (includes meetings, deputising for the Chair when required, attending appropriate events);
- A willingness and availability to chair board meetings in the Chair's absence

Responsibilities

Leadership

- Assist the Chair in providing leadership and direction to, and create clear expectations for, the board
- Assist the Chair in overseeing, with the board, the development of long and short-term goals, objectives and priorities for CFCCA to meet the needs of its audiences and visitors

Board Business and Meetings

- Chair meetings of the board in the absence of the Chair. Assist in seeing that the board functions effectively, interacts with management optimally, and fulfils all of its duties
- Prepare for and participate in the discussions and the deliberations of the board
- Serve as member of board committees as appropriate
- Assist the Chair in developing board agendas and business with the Director and other senior staff where relevant, and help ensure board members receive agendas, minutes and all papers for discussion and decision in a timely manner
- Assist the Chair in taking decisions between board meetings where necessary and within parameters agreed with the board
- Assist the Chair in ensuring risk assessments are carried out and reported to the board

Board Membership

- Assist the Chair in periodically consulting with board members on their roles, assessing their performance and attendance at meetings
- Help to focus the board's attention on matters of organisational governance that relate to its own structure, role, and relationship to management
- Work with the Appointments Committee to recruit new board members
- Assist the Chair in responding to any concerns management has in regard to the role of the board or individual directors. Work with the Chair and Director to respond to the concerns of the board and other constituencies
- Assist the Chair in ensuring continuous renewal of Board membership

Communications and Advocacy

- Enhance relationships with stakeholders, partners and other agencies
- Fulfil such other assignments as the Chair and Director agree are appropriate and desirable for the Vice Chair to perform and act as spokesperson where appropriate
- Make every effort to see the work the organisation produces and attend events and openings as appropriate
- Actively work to build CFCCAs reputation and extend its contacts
- Foster a positive working relationship with other board members and the organisation's staff

Other

- Do whatever is necessary and prudent to ensure the organisation, its board and staff, perform to the best of their abilities
- Be aware of and abstain from any conflict of interest

What being a CFCCA Board member involves

In addition to the roles and responsibilities above it might be useful to know the following:

- Our board meetings are generally held in Manchester and are held every three months. One Board meeting a year is usually held in London.
- A Board Development or Away Day is held once a year not necessarily in the North West.

- CFCCA board members offer their services on a voluntary basis, but they are reimbursed for travel and any other expenses related to their work as a board member.
- Board members are provided with a full induction and have opportunities for training as required.
- CFCCA board members do not involve themselves in day to day operation of the centre: their role is principally one of strategic overview and overall fiduciary responsibility.
- There are a number of committees / working groups e.g. HR and Finance, Appointments and Artistic which are led by Board members and include relevant staff where appropriate.
- CFCCA aims for its board members to reflect the diverse communities of the UK. We strive to have at least fifty percent of our board members of Chinese descent and this is permitted as a Genuine Occupational requirement under the 1976 Race Relations Act.
- Board meetings take place in spoken English.
- Board members need to commit an average of half a day per month or six days per annum
- There is an expectation that members attend fifty percent of the board meetings each year. Attendance can be done 'virtually' if attendance in person is not possible.

Board members are required to act reasonably and prudently in all matters relating to CFCCA and must always bear the interests of CFCCA in mind. They must also declare that they are not prevented from serving as a trustee because they:

- have an unspent conviction for an offence involving dishonesty or deception
- are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
- have an individual voluntary arrangement (IVA) to pay off debts with creditors
- are disqualified from being a company director
- are subject to an order made under section 429(2) of the Insolvency Act 1986
- have previously been removed as a trustee by the Charities Commission, the Scottish charity regulator or the High Court due to misconduct or mismanagement
- have been removed from management or control of a body under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)